

SEAFORTH AGM PAC MEETING

June 20, 2012

Executive in Attendance: MaryAnn Giardini, Shannon Derksen, Rhylin Bailie, Zena Kwan, Siva Ramesh, Rema Sanghera, Sophie Cong, Cheryl Tong, Jen Mezei, Hark Sandhu

Others in Attendance: Wendell Hiltz (principal), parents (n=9 ca.)

Meeting started 7:05 pm

PAC BUSINESS – RHYLIN BAILIE CHAIRPERSON

- Approval of May minutes: Sandra Mankoo firsts, Siva Ramesh seconds.

TREASURER'S REPORT – SOPHIE CONG & REMA SANGHERA

- As of May 31, approximately \$45,000 dollars is in the PAC account
- We estimate our surplus at about \$33,000 in the PAC general account. The gaming account has about \$8,000 surplus. Note that the gaming account is a separate account that holds an annually obtained grant based on government gaming funds. We have to spend this gaming money on certain things and have to account for how it's spent and send a report. As well, the money must be spent within 3 years.
- Note the following amounts are 'net' not 'gross'
- The carnival raised \$9,500 dollars for the PAC
- Popcorn raised about \$1700 dollars
- Movie night raised about \$350
- Book fair raised about \$713 for the library
- Hot lunch raised about \$12,000 dollars
- Photo night raised about \$880 for the school
- Family donations raised about \$7000 for the classrooms
- The PAC's treasury books must be reviewed at the end of every year by an external party – Hark Sandhu will do this. **ACTION ITEM – Hark Sandhu and Sophie Cong to co-ordinate this.**

Proposed BUDGET

- 2 Handouts were provided at the meeting. For ease of explanation the gaming account and general PAC account are combined on the budget handout (1 source of money). Line by line item handout provided.
- The allowable expenses were noted at the bottom of handout. The 'receipts' (incoming money) for each account are noted at the top of the handout (e.g. events: popcorn, carnival etc.)
- Major differences between 2012/2013 proposed budget and 2011/2012 budget:
 - We increased spirit day's budget to \$1500 – rationale is that the extra money will provide additional flexibility to pay speakers and provide kids with great sessions.
 - Decreased the amount of money allocated towards maintaining the earthquake container.

- Fridge magnets are not being done – rationale: the magnets became obsolete the first week of school in 2011 because there were so many changes to the school calendar.
 - The safe school committee budget is now \$3,500 dollars – rationale: want to bring in great presenters for the kids in 2012/2013. As well there will be an educational speaker Saleema Noon.
- Clarifications re: proposed budget:
 - Question: \$2000 dollars noted as the expected income from popcorn sales yet this year we only made \$1730. Is this an over estimate?
Answer: we still have more money incoming from June sales (Sophie).
 - Note: Photo night is not income because it goes to School directly and doesn't go through the PAC bank account. The book fair is the same.
 - The donation program is not on this proposed budget as a source of income because it goes straight to the classrooms. The school gets a receipt and requests reimbursement from PAC.
 - Question: will the parents still get a receipt for donations that will be put towards a capital expense (versus a 'per child per classroom' situation)?
Answer: yes you will get a receipt as you are still donating to school (Rhylin and Wendell)
- Additional comments/questions:
 - Parent comment: asks if the reception of MunchaLunch was good – her kids did not like the items. Are we keeping this program?
 - Response: Rhylin heard mostly positive feedback. Some kids picky. Seaforth is very proud of meeting all nutritional guidelines. Some kids only order bear paws from traditional hot lunch. The MunchaLunch offers a complete package that is nutritionally balanced.
 - We wanted to be careful not to decrease funds going to traditional hot lunch. Did it detract? We found it did not detract. We made a little more on hot lunch this year. This gave us confidence to go forward on both programs. A lot of people did a lump sum order of many lunches this year. Then kids realize after couple lunches they don't like. Next year will tell volumes if kids truly like it or not. We have to balance needs of all parents. We didn't get A LOT of feedback about this new MunchaLunch although over the years we have heard that parents want more nutritional items than what was offered in the regular hot lunch program.
- Rhylin asked if there were any more questions or comments about the proposed budget. There were no additional comments or questions.
- A motion was put forward to approve the proposed budget for 2012/2013: Jen Mezei firsts, MaryAnn Giardini seconds, none opposed. Motion was carried.

Budget SURPLUS discussion

- We have an estimated \$38,000 surplus
- The reason that this surplus is so large and that it has been there so long is this: we knew we wanted the surplus to go towards either the playground or information technology (IT) upgrades. Despite repeated requests no one came forward to chair a playground committee and create a plan to use the surplus for this. This made the surplus default back to IT. Of note is that thanks to PAC raised funds, we have purchased "front row sound systems" for all classrooms that want one at Seaforth. There is positive feedback on these systems and this is great, thanks to all!

- Before spending this surplus on IT upgrades we wanted to make sure of what we needed – District inventory had to occur and this took time. We only got the information from the IT inventory this March. By this time the technology committee was formed. A handout was provided during this meeting (IT wish list) entitled “quote for PAC”.
- Separate from the IT upgrade is the usual Teacher’s wish lists (items teachers would like to purchase for their classrooms) – a handout was provided during the meeting entitled “PAC wish list”.
- The wish lists were reviewed in detailed; the price for several items was clarified. Parents asked questions about the intended use of some items. Some of the wish list items (musical instruments) would have been covered under other areas of the budget thus they were removed.
- Question: is Adrian Gear to come in and speak. Answer – yes that is the plan. The cost of this would be covered under the \$1500 guest speaker budget.
- Once the teacher wish list was clarified, the resulted dollar amount was \$8887.90 to cover all items on the teacher list.
- Note: we always ensure there is a \$2500 float in the PAC account – the surplus will not use this. Also of note is that we always underestimate our surplus so we do not over budget.
- Question - what if we don’t get the gaming grant, what happens. Answer - we wouldn’t buy bigger items that are nice to have not needed to have. Nothing gets ordered until we have the money. We can also knock the wish list down a bit.

EXPLANATION of IT wish list – what follows is an explanation of the list (committee member Wendell Hiltz)

- Brightlinks projector – gets mounted in library – it is a modern version of a smart board. It is interactive – it is more than a smartboard.
- iPads for the library – can be signed out to classrooms (as per lap top carts)
- Media cart – a computer – to run projector and make iPads interactive.
- Question – are the teachers and the librarians on board with using this new technology. Answer – yes. The librarian knows how to use this technology and fully supports it.
- The iPads will be used for inquiry based research. There is also the possibility of downloading literacy applications or programs onto the iPads.
- There are other schools in Burnaby have been exploring these programs for kids with challenges and special learning needs. We could do this. The librarian has visited a couple of schools that have these.
- It will be a lot easier for students to create presentations with iPads – the bright links machine presents their presentation. Don’t need a smart board – the bright links will do it all.
- The students would have newer technology in their hands right away. Recycling fee and cases go with the iPads proposal.

Question/Answer Discussion re: IT Wish List explanation above

- Question: the first phase is to buy iPads and then the 2nd phase is to buy brightlinks and whiteboard; would it be smarter to purchase all together? Answer: the iPads can function independently of the brightlinks and projector. We could order iPads first and then other items could be follow up – don't have to be ordered together.
- Question: what about costs such as purchasing the 'apps' and fees and license. Answer: we have not budgeted for the license but we can. The license could be around a few thousand dollars per year. And we could find the most cost efficient way to put apps on the ipads. Question: what do other schools pay; is it a per school, per iPad cost?. **ACTION ITEM – Wendell to touch base with Ken about the license.**
- Question – did the idea for iPads etc. come from the teachers? Note the librarian knows how to use it and she is keen to use it. Answer: the idea came from tech committee.
- Question why 30 iPads? Answer: because our intermediate classes can have as many as 30 students in them.
- Question: how will we secure the iPads to prevent theft? Answer: Some schools have barcoded them and it's tracked that person A took out iPads number 1. There is a record. Follow-up comment: theft is a real concern; for example, on book fair days library books can get stolen. The iPads can be locked up when not in use.
- Suggestion – regarding the school's computer lab – it is very out-dated and in need of an upgrade. Are parents are going to want us to replace the computer lab rather than buying iPads and this type of technology? In other words we would spend the surplus on the computer lab and fundraise for iPads (versus spending the surplus on ipads and fundraising for the computer lab in 2012/2013). Response: there is some support from parents present for this. However, some folks think we should invest in the iPads for a couple reasons: because it is newer technology and it could be available to students relatively sooner than new computers in the lab. Other parents pointed out how painfully slow the computers in the lab are right now. Another comment is that the iPads are a tangible item that will be ready to use quite quickly (by children whose parents have helped to raise the current surplus); whereas purchasing a whole new computer lab will be a very lengthy (if not important) endeavour. Also, the tech committee identified the iPads as their first priority and the computer lab as a third priority.
- Consideration: if we decide to purchase both the iPads and the accompanying technology with them (using surplus NOT donations) then we may have to selectively fund only part of the teacher's wish list. What do we cut is the question.
- Question: the money collected from donations usually goes to classroom (a per student goal). If we approve the change in donation scheme though, the donations will be going to the 'PAC' who will facilitate a capital expenditure (i.e. PC lab refresh) with the donations. Who do parents make the cheque out to? Answer: the cheques are still going to the school who should keep this money in a separate place. When PC's ordered will draw from this account. The cheques will be used for the PC upgrades. The iPads etc. will be bought with PAC-raised money.

- Question: if we end up having more than \$38,000 in surplus, do we want that 'extra' to go to classrooms or IT wish list or capital expenditure (lab refresh)? Answer: some folks believe it should go to the PC's. Can we just keep the money as a contingency fund is another idea? We don't have to decide now. We can decide in September.

Final Decisions Arising from above explanation and discussion:

MOTION #1: motion to approve how to spend our estimated \$38,000 surplus

- \$22,198.62 on iPads
- \$1,835 on Brightlinks system
- \$2,000 on installation of system
- \$488 plus tax on the white board
- \$6,000 towards traditional per child classroom funding
- \$620 towards the Quebec French immersion trip (to offset loss of the district grant)
- \$4,000 dollars to teacher wish list.

MOTION #2: as well, we motion to change the donation scheme in 2012/2013 to be such that all donation money is put towards a capital expenditure.

- An estimated dollar amount needed will be put forth and a request for donations towards this need. In 2012/2013 we propose that the donations will be put towards getting new computers for the computer lab.

Re: above motion: Maryann Giardini firsts– Jen Mezei seconds. All in favour of the motion: all in favour none opposed. MOTION CARRIED.

- Parent comment: there is concern that we will have trouble getting donations given the iPads purchase. Response: the only reason the purchase of iPads and the request for donations towards the computer lab refresh have occurred so close together is that there was an unavoidable delay in spending surplus money raised. PAC will write a letter to explain the delay and the reasons behind the delay and that we still need the computer lab. The iPads purchase is a great example of how parents can make a difference for their children and help folks understand what their money is going to and what they have been fundraising for all these years. Furthermore, there will be ONLY 30 iPads, enough for one class, yet we have many classrooms at Seaforth. We need a new PC lab too!
- Question: who will prepare the purchase order (PO)? Answer: the PO will be prepared by school says Wendell. Wendell will try to get iPads ordered before end of year. We need to think about putting in orders ASAP. Maybe the District will let us put order in before end of year. **ACTION ITEM – Wendell to give the rationale he presented regarding the iPad purchase to Rhylin to include in the PAC newsletter portion.**

HOT LUNCH update: Regular and MunchaLunch

- In 2012/2013, hot lunch will occur every week on Tuesday – the teachers agreed to have this.

- All hot lunch forms will be sent out to families at same time. The package will include a calendar to help track things.
- NOTE: to parents who may or will be organizing special interest groups (grade 7 grad, camp, Quebec) – you must be organized and ready to go by 2nd week of September – otherwise won't be in hot lunch package that goes out. **ACTION ITEM – all Seaforth parents – identify yourself to PAC if you will be organizing these lunches.**
- Another upcoming change: all hot lunches will use MunchaLunch ordering system online. Right now our cheques take a while to go through. Online payments get processed relatively quicker AND you get an email reminder the day before the lunch. Parents can go online and see which lunch goes to which special interest group. The downside of online will be the PAC gets less upfront capital (must wait to receive net proceeds). As well, there is a standard cost per transaction, BUT the reduction in confusion and kids not coming to school with a lunch and not ordering will be reduced!
- Comment from parent: they do not like how long after giving a cheque that it is cashed. Response (from Rema): current payment system of cheques: cheques are processed one or two hot lunches past the time the cheques were given; if there are NSF cheques then more delay results.
- PAC will probably do an online trial for BOTH lunch systems for Oct. to Jan. If there is a reduction in the number of orders we will go back to old way.
- NOTE: having hot lunch on EVERY Tuesday, even in June and December, will mean 20 extra hot lunches that we can use to support the school (including special interest groups that experience challenges).

PAC BUSINESS continued – CHAIRPERSON RHYLIN BAILIE

Fundraising & Special Interest Groups at Seaforth

Fundraising: whose money is it anyway?

- Due to job action this year some additional fundraising duties and funds requests were turned over to PAC.
- Additional funds were required to support annual special events (grade 7 camps, Quebec trip) to hire extra supervision, extra insurance, etc.
- Some Seaforth families weren't comfortable with kids going on trips without teachers. As a result, some kids pulled out, although their parents had already done the fundraising work.
- As a result of this, there have been questions regarding who owns fundraising dollars. The answer is: the dollars are owned by that fundraising group and must be used for the purpose that they were fundraised for. They are not owned by the people that did the fundraising. If people took back the money that they had raised it is fraud.
- There are so many special interest groups at Seaforth; PAC can't be a part of every group to ensure consistency and fairness. Thus, we should have universal guidelines regarding fundraising to ensure continuity and to ensure consistency and fairness for all. It is important for every group to be clear on their procedures and resources. In addition to fundraising, the treasury functions of PAC are another area that is very detailed and that we need to document. Next year's executive will endeavour to create a set of "standard operating procedures" to cover off important jobs and events.

Fundraising: Seaforth's policy and approach

- We used to fundraise in a traditional door-to-door manner; however, families got tired of that and thus we moved to a donation scheme.
- The donations are down a lot. We initially tried for \$30 per child. Now we are at \$12-15/kid. Why is this? Parents may be unsure about what this money is going to and may be frustrated with the lack of tangible results as a result of their donations. To address this uncertainty and the dropping donation amount, one idea is to request donations for a capital expenditure. In other words, donation money will be put towards a tangible thing or item. For example, one year we may ask for donations to be put towards the purchase of a new playground, another year your donations may be used to refresh our ageing computer lab.
- This past year your PAC executive has discussed the donation scheme during many meetings and we propose the following: donations will be put towards a capital expenditure (a tangible item) and other PAC funds will go towards classrooms (per student amount).
- Comment from member: there is a policy on fundraising written by the District.
ACTION ITEM: Jen to send web link to district policy on their website to Rhylin. Note that Seaforth still needs a fundraising policy to supplement this.

Quebec Trip & Grade 7 Camp - update

- Rhylin provided an explanation regarding the request to PAC for help from these 2 interest groups
- At the May PAC meeting several parents made a special request. Due to job action teachers couldn't go on these 2 trips. As a result parents stepped forward to help organize them. This resulted in a new and unique situation. For example, for the grade 7 camp trip - the usual insurance provided by the District wasn't available (only available when teachers/staff are involved). The parent organizers had to hire extra insurance and hire counsellors to ensure these trips went forward. This meant the cost per family went up and so the grade 7 camp trip requested a donation from the PAC to help the trips go ahead.
- The year was very unusual and PAC wanted to recognize the challenges.
- There was a discussion to determine how much money to donate to each trip.
- For the Quebec trip – the District did not provide the grant of \$27 per student because teachers weren't going - the executive would like to cover the grant – \$621 dollars.
- Rhylin asked the group if everyone is comfortable with that.
- Question from a parent: What did Quebec trip students pay? Answer: \$2,500 per family (\$1970 taking into account the donation).
- Again chairperson asked if everyone is ok with covering the grant – no opposition was noted.

New Fundraising opportunities

- In 2012/2013 special interest groups will have the opportunity to do evening fundraisers (e.g. Movie Nights, Magic Nights, etc.). They need to be able to do additional fundraising to prepare for the possibility that we have job action again. The timing of the event is important – it should not interfere with existing events.

- Side note: by supplementing and organizing events that are traditionally school-organized are we encouraging a permanent change? The PAC will go into 2012/2013 and operate business as usual. We hope for a year that has far less challenges than this one. But at the same time we should be prepared for eventuality that the events are not school sponsored.
- As of the date of this meeting – the Quebec trip has already asked for 8 hot lunches in 2012/2013. Grade 7 grad has always done spirit day and sports day hot lunches. The grade 7 camp committee (2012/2013) should come forward and ask for some lunches if they want to. If we find out that the events are not school sponsored next year, and if due to timing and unforeseen events special interest groups did not reserve hot lunches at the beginning of the year, there is the possibility that the PAC will do all hot lunches but just identify that they are doing it FOR these groups.
- Question from a parent of a French Immersion student: at the beginning of 2012/2013 when we submit the usual plan for the Quebec trip for approval by the school board, can we submit plan B too (Plan B is where parents go instead)? Answer: Wendell said that this can't happen – we can't submit a plan B. The District liability insurance only covers District employees. District insurance unfortunately cannot cover parents even if a proposal was submitted early.
- Question re: money fundraised by special interest groups – if the events don't go ahead – where will the money go? Answer: we need to carry it over and hold it in a bank account; we can carry it as PAC. But as mentioned previously, we can't give back to parents. This money can go towards sponsoring another similar trip if they haven't covered all their costs using normal channels.

PRINCIPAL'S REPORT – WENDELL HILTZ

- Thank you to parents for volunteering and helping
- It has been an interesting year, hopefully next year will be more positive
- End of year – grade 7 grad - busy next week – thank you to those parents who made camp and Quebec trip happen. Really good feedback from students.
- Annual report that highlights things that have happened in the school this year – it will accompany the report cards. Not as full in content as previous years due to job action. Captures events (PAC sponsored) safe schools etc.

SAFE SCHOOL COMMITTEE – MARYANN GIARDINI

- MENTOR program: a peer-mentoring program that would train grade 6 and 7 students on how to be mentors. We are hoping to get it up and running.
- Safe school activities in 2012/2013 will be more streamlined. Feedback from teachers indicated that they liked Kindness month but also want less disruption of class room time. Looking to put events afterschool perhaps
- There will be a 2012/2013 Kindness month campaign again. It will be scaled down but still have a wrap up and show case night. We could pull the parent fundraiser into it in some way.
- We could have evening pot luck to celebrate different cultures in our school. Or perhaps a magic night. We have lots of ideas. If anyone has other ideas please come forward.

- Another idea: kindness cook book, favourite recipes, sell cook book in our neighborhood. Always looking for new people to join the Safe School committee. Another idea – we could create a kindness quilt. If anyone has quilting experience please come forward.
- The kindness month DVDs are almost ready – grade 7 student volunteered to copy 500 DVDs. Next week DVDs will go out. ACTION ITEM: Wendell or Jen to send MaryAnn the family list to help in distribution of the DVDs.

ELECTIONS – JEN MEZEI

- Jen read off descriptions of the positions. See PAC website: www.seafrothpac.wikispaces.com
- Jen followed the official procedure and called for nominations for each of the executive positions. Where there was only 1 nominee, this person was automatically appointed to the position as no one else came forward.
- This year we had a lot of new parents step forward – thank you to them! We welcome new parents and their involvement!
- Note that no one came forward to sit as the Canadian Parents for French representative (CPF rep). If you are interested in this position, please contact the Seaforth PAC: chair@seafrothpac.net
- Side note: In 2012/2013 PAC meetings will be held on Wednesday night – was supported by group present.
- What follows is the results of the election/nomination process:

Chairperson – Rhylin Bailie
 Vice-Chairperson – MaryAnn Giardini
 Secretary – Shannon Derksen
 Co-treasurer – Jennifer Duinkerke
 Co-treasurer – Hark Sandhu
 Member at large – Tammy Ingils
 Member at large – Sandra Mankoo
 Member at large – Michelle Lee
 Member at large – Annie Hobson
 Member at large – Zena Kwan
 Member at large – Patricia Fula
 Member at large – Kirsten Graham
 Member at large – Cheryl Tong
 CPF – **Open**

SPC – Michelle Lee
 SPC – Siva Ramesh
 SPC – Jen Mezei
 DPAC - Patricia Fula/Jen Mezei (alternate)

Account signatories will be MaryAnn Giardini, Hark Sandhu, Jennifer Duinkerke and Zena Kwan. Rema Sanghera and Sophie Cong will be removed as signatories.

Meeting adjourned 9:04 pm